



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



FTAD

May 23, 2024

REGIONAL MEMORANDUM

No. 514, s. 2024

To: Schools Division Superintendents
 Functional Division Chiefs
 Schools Division Research Committee
 All Others Concerned

**IMPLEMENTATION OF CONTINUOUS IMPROVEMENT (CI) PROJECTS
 IN THE REGION AND SCHOOLS DIVISION OFFICES**

1. Pursuant to Regional Memorandum No. 1140, s. 2023 and 126, s. 2024, Cascading Continuous Improvement (CI) Methodology on Programs, Projects, and Activities (PPAs) Development in the Schools Division Office (SDO), this Office, through the Field Technical Assistance Division, hereby informs the field of the monitoring and provision of technical assistance in the conduct of the following activities related to the above-captioned activities:

Time Frame	Activities	Office/Persons Involved	Expected Output
June 24, 2024	Submission of Final CI Charter	FTAD Regional CI Teams Schools Division CI Teams	Final Project Charter with the following attachments: Broad Problem Statement Focused Problem Statement Process Map Storm Clouds Why-Why Diagram



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July - August, 2024	Plan Implementation Coaching Sessions	FTAD Regional CI Teams Schools Division CI Teams CI Coaches	Implementation Plan of CI Project Documentation of Plan Implementation
September 2024	Pilot Test	FTAD Regional CI Teams Schools Division CI Teams	Results of Pilot Test Conducted
September 2024	Pilot Test Progress Monitoring	FTAD Regional CI Teams Schools Division CI Teams	Results of Monitoring
September 2024	Evaluation	FTAD Regional CI Teams Schools Division CI Teams	Results of evaluation
October 2024	Training for Master Trainer and Master Coaches	FTAD Regional CI Teams Schools Division CI Teams	Certified Master Trainers and Master Coaches (with CPD points)
November 22, 2024	CI Congress	FTAD Regional CI Teams Schools Division CI Teams	CI Project Story Board

2. This aims to:
 - a. monitor the progress of CI Teams in the implementation of their CI projects;
 - b. provide technical assistance to Schools Division Offices through coaching; and
 - c. conduct support activities for the successful implementation of CI projects.
3. The participants in this activity are the trained respective Continuous Improvement (CI) teams of the Regional Office and 16 Schools Division Offices.
4. Each Functional Division in Regional Office and 16 Schools Division Offices are required to submit outputs in the link <https://tinyurl.com/ROSDOCIProjects>.



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5. Details for the Training of Master Trainers and Master Coaches and CI Congress will be released through a separate issuance.
6. Schedule of coaching sessions depends on the agreed date of the coach and respective functional division and schools division office.
7. Enclosure No. 1 is the Project Charter Template
8. Should you have clarifications and concerns, please contact the Regional CI focal person Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through email address marialaarnicarla.paranis@deped.gov.ph
9. Immediate dissemination of this Memorandum is desired.

JOCELYN DR. ANDAYA
Director IV

Encl.: As stated

Reference:

Regional Memorandum No. 126, s. 2024

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February 19, 2024

REGIONAL MEMORANDUM

No. 126, s. 2024

To: Schools Division Superintendents
Functional Division Chiefs
Schools Division Research Committee
All Others Concerned

**CASCADING CONTINUOUS IMPROVEMENT (CI) METHODOLOGY ON
PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) DEVELOPMENT
IN THE SCHOOLS DIVISION OFFICE (SDO)**

1. Pursuant to Regional Memorandum No. 1140, s. 2023, Institutionalization of Continuous Improvement (CI): Capacity Building on Program Development Using CI Methodology, this Office, through the Field Technical Assistance Division shall conduct the above captioned activity on March 4-8, 2024.
2. This activity aims to:
 - a. train SDO personnel on CI methodology;
 - b. appreciate the process of CI and its application in program development and implementation; and
 - c. create an Implementation Plan in applying CI methodology in developing and implementing PPAs.
3. The participants in this activity are the three members of respective Continuous Improvement (CI) teams of 16 Schools Division Offices.
4. Participants are required to register on or before February 29, 2024 using the link <https://tinyurl.com/y439darj>.
5. Enclosure No. 1 is the Training Matrix.
6. Enclosure No. 2 is the Training Secretariat.



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7. Should you have clarifications and concerns, please contact the Regional CI focal person Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through email address marialaarnicarla.paranis@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.

JOCELYN DR. ANDAYA
Director IV

Encl.: As stated
Reference:
DO 9, s. 2021

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Enclosure No. 1 - Training Matrix

**CASCADING CONTINUOUS IMPROVEMENT (CI) METHODOLOGY ON
PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) DEVELOPMENT
IN THE SCHOOLS DIVISION OFFICE (SDO)**

March 4-8, 2024

Time	Topic/ Activity
Day 1: March 4, 2024	
7:45 AM- 8:00 AM	Registration
8:00 AM- 8:15 AM	Opening Ceremonies
8:15 AM- 8:30 AM	Welcome Remarks
8:30 AM- 9:00 AM	Expectations Setting Introduction for the Capacity Building
9:00 AM- 10:00 AM	Introduction to QUALITY
10:00 AM- 10:15 AM	Health Break
10:15 AM- 12:00 NN	Introduction to the Enhanced CI Methodology
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 2:30 PM	LECTURE on Step 1: Define the Problem
2:30 PM- 3:00 PM	WORKSHOP on Defining the Problem
3:00 PM- 3:15 PM	Heath Break
3:15 PM- 4:00 PM	PRESENTATION of Workshop Outputs
4:00 PM- 5:00 PM	LECTURE on Step 2: Analyze the Process/ Program
5:00 PM- 5:15 PM	Admin Reminders
Day 2: March 5, 2024	
7:45 AM- 8:00 AM	Registration
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning
8:30 AM- 9:00 AM	Review of Day 1
9:00 AM- 10:00 AM	WORKSHOP on Analyzing the Process/ Program
10:00 AM- 10:15 AM	Health Break
10:15 AM- 11:00 AM	PRESENTATION of Workshop Outputs
11:00 AM - 12:00 NN	LECTURE on Step 3: Develop Solution
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 2:15 PM	WORKSHOP on Developing Solutions



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2:15 PM- 3:00 PM	PRESENTATION of Workshop Outputs
3:00 PM- 3:15 PM	Health Break
3:15 PM- 4:30 PM	LECTURE on the Topics: Step 4: Plan the Implementation Step 5: Pilot the Solution Step 6: Monitor and Evaluate Step 7: Implement the Solution
4:30 PM- 5:00 PM	WORKSHOP on Preparation for Dasta Gathering and Program Development
5:00 PM- 5:15 PM	Admin Reminders
5:15 PM	End of Day 2
Day 3: March 6, 2024	
7:45 AM- 8:00 AM	Registration
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning
8:30 AM- 9:00 AM	Review of Day 1-2
9:00 AM- 10:00 AM	(Continuation) WORKSHOP on Planning the Implementation
10:00 AM- 10:15 AM	Health Break
10:15 AM- 12:00 NN	PRESENTATION of Workshop Outputs
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 3:00 PM	LECTURE ON <i>Step 5: Pilot the Solution</i> <i>Step 6: Monitor and Evaluate</i> <i>Step 7: Implement the Solution</i>
3:00 PM- 3:15 PM	
3:15 PM- 4:30 PM	PRESENTATION of Workshop Outputs
4:30 PM- 5:00 PM	Closing Summary/ Calibration Session
5:00 PM- 5:15 PM	Admin Reminders
5:15 PM	End of Day 3
Day 4: March 7, 2024	
7:45 AM- 8:00 AM	Registration
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning
8:30 AM- 9:00 AM	Review of Day 1-3
9:00 AM- 10:00 AM	WORKSHOP/ Group Work on Refining Group's Outputs for Presentation



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10:00 AM- 10:15 AM	Health Break
10:15 AM- 12:00 NN	GROUP PRESENTATION and PROCESSING OF OUTPUTS Functional Divisions/ Sections will present their proposed programs for 15 mins. ARD and the resource persons will have 15 mins per group for feedbacking session
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 3:00 PM	GROUP PRESENTATION and PROCESSING OF OUTPUTS Functional Divisions/ Sections will present their proposed programs for 15 mins. ARD and the resource persons will have 15 mins per group for feedbacking session
3:00 PM- 3:15 PM	Health Break
3:15 PM- 4:30 PM	GROUP PRESENTATION and PROCESSING OF OUTPUTS Functional Divisions/ Sections will present their proposed programs for 15 mins. ARD and the resource persons will have 15 mins per group for feedbacking session
4:30 PM- 5:00 PM	Closing Summary/ Calibration Session
5:00 PM- 5:15 PM	Admin Reminders
5:15 PM	End of Day 4
Day 5: March 8, 2024	
7:45 AM- 8:00 AM	Registration
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning
8:30 AM- 10:00 AM	Review of Day 1-4
10:00 AM- 10:15 AM	Health Break
10:15 AM- 12:00 NN	WORKSHOP on the Enhancements of the Program Implementation Plans
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 3:00 PM	WORKSHOP on Enhancements of the Program Implementation Plans
3:00 PM- 3:15 PM	Health Break
3:15 PM- 5:00 PM	Closing Summary/ Calibration Session Agreements on the NEXT ACTION STEPS
5:00 PM- 5:15 PM	Admin Reminders
5:15 PM	End of Day 5



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Enclosure No. 2 - Training Secretariat

Training Secretariat

Chairperson: Melody N. Jolo

Members: Joseph Indicio

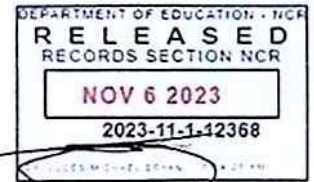
Melissa dela Rosa

Don Ray Salvador



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Republic of the Philippines
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NATIONAL CAPITAL REGION

October 26, 2023

REGIONAL MEMORANDUM

No. 1140, s. 2023

To: Schools Division Superintendents
Functional Division Chiefs
Schools Division Research Committee
All Others Concerned

**INSTITUTIONALIZATION OF CONTINUOUS IMPROVEMENT (CI):
CAPACITY BUILDING ON PROGRAM DEVELOPMENT
USING THE CI METHODOLOGY**


1. Pursuant to DepEd Order No. 9, s. 2021, Institutionalization of a Quality Management System in the Department of Education, this Office, through the Field Technical Assistance Division shall conduct the above captioned activity on November 22-24, 2023 and December 4-5, 2023.
2. This activity aims to:
 - a. understand the CI methodology vis-à-vis program development;
 - b. appreciate the process of CI and its application in developing programs, projects, and activities; and
 - c. draft a Program Implementation Plan using the enhanced CI methodology.
3. Enclosure No. 1 is the Training Matrix.
4. Enclosure No. 2 is the Training Secretariat.
5. Enclosure No. 3 is the List of Participants.
6. Should you have clarifications and concerns, please contact Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through email address marialaarnicarla.paranis@deped.gov.ph.

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7. Immediate and wide dissemination of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated
Reference:
DO 9, s. 2021

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